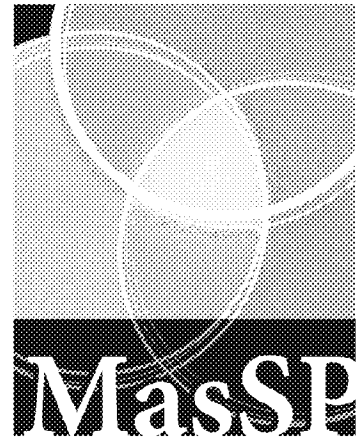


EOHHS Aspiring Supervisor Program (ASP) 2011 Application Checklist

We are pleased to offer you the opportunity to participate in the EOHHS Aspiring Supervisor Program.



Cultivating Talent in EOHHS

Employees who are interested in applying for this program must submit a complete application in order to be considered.

A complete application includes:

- ☐ a) Completed Contact Information (Section I)
- ☐ b) Completed Essay Questions (Section II)
- ☐ c) Required Documents (Section III)
 - EPRS Form
 - Up-to-Date Resume
- ☐ d) Signed Statement of Commitment (Section IV)
- ☐ e) All Required Signatures (Section V)

A complete application packet must contain all of the components noted above and be submitted to:

EOHHS Center for Staff Development
600 Washington Street, 7th floor
Boston, MA 02111
Attn: ASP Committee

Applications must be received by the Center of Staff Development by close of business **September 13, 2011** to be considered for the Class of 2011-2012. Incomplete or late applications may not be considered.

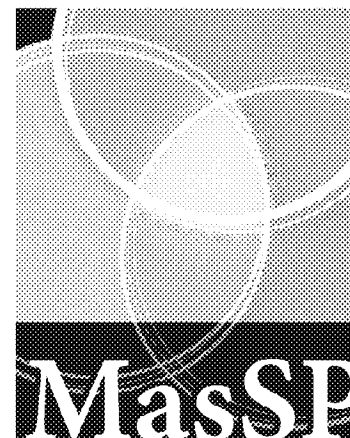
It is expected that all applicants will have completed all administrative mandatory trainings.

MasSP is a collaborative effort administered by



EOHHS Aspiring Supervisor Program (ASP) 2011 Application

MasSP is an integrated, Secretariat-wide program of the Commonwealth's Executive Office of Health and Human Services that is made up of three distinct programs: Mentoring, Aspiring Supervisor and Succession Planning.



Cultivating Talent in EOHHS

Aspiring Supervisor Program...

Skill Development + Support = Success

The Aspiring Supervisor Program is an intense nine-month training program that focuses on career path education. With classes approximately every two weeks, this comprehensive curriculum provides an introduction to the skills necessary in a supervisory role as well as an opportunity for participants to assess their interest and capacity to be a successful supervisor.

SECTION I: Contact Information

Name: _____

Employee ID #: _____ Job Title: _____

Agency: _____

Email Address: _____

Work Telephone: _____ Fax: _____

Work Address Building Name: _____

Street Address: _____ Floor #: _____

City: _____ State: _____ Zip: _____

Supervisor's Name: _____

Supervisor's Email Address: _____

Supervisor's Telephone: _____

For reasonable accommodation requests, please contact
Lorraine Woodson at 617-348-8409 or lorraine.woodson@state.ma.us

I am applying for ☐ Boston ☐ Westboro ☐ Either Location

SECTION II: Essay Questions

This segment of the application is an opportunity for you to demonstrate your interest and willingness to successfully complete the ASP. Please answer the following in 2-4 sentences:

Describe your current role and primary responsibilities.

What are your top three career goals?

Explain why the Aspiring Supervisor Program is of interest to you.

SECTION III: Required Documents

Please attach the following documents to your application:

- Most recently completed and signed EPRS form.
- An up-to-date copy of your resume.

SECTION IV: Statement of Commitment

I understand that, if selected, I am taking one of a limited number of available seats in the Aspiring Supervisor Program.

- I agree to fully participate in the Aspiring Supervisor Program to the best of my ability, attend all scheduled classes and complete all required projects.
- I agree to implement my Individual Development Plan within one year.

Applicant Signature: _____

Date: _____

SECTION V: Required Signatures

We support the participation of _____ in the Aspiring Supervisor Program.

Supervisor's Name (print): _____

Supervisor's Signature: _____ Date: _____

Manager's Name (print): _____

Manager's Signature: _____ Date: _____

Agency HR Liaison or Designee Name (print): _____

Agency HR Liaison or Designee Signature: _____

Date: _____

For a full list of agency HR Liaisons, see the following page.

Agency	HR Liaison	Phone Number
CHE	Pat Cunningham	617-887-7113
DCF	Anne Kelly	617-748-2076
DDS	Lydia Mixco	617-624-7842
DMH	Abigail Monska	617-626-8019
DPH	Julie Sullivan	617-624-5291
DTA	Tiffany Ampofo	617-348-8531
DYS	Maria Caban Cordero	617-727-7575
EHS	Lisa Pace-Tucker	617-573-1848
ELD	Mary Cummings	617-222-7453
HCF	Harry Lohr	617-988-3125
HLY	James Black	413-532-9475 (ext.147)
MassHealth	John Bruce	617-847-1279
MCB	Maria Loughran	617-626-7408
MCD	Sehin Mekuria	617-740-1630 (voice) 617-740-1730 (TTY)
MRC	Mary Connelly	617-204-3736
ORI	Lisa Pace Tucker	617-573-1848
VET	Cheryl Poppe	617-210-5779

Submit the complete Application Packet to:

EOHHS Center for Staff Development
600 Washington Street, 7th Floor
Boston, MA 02111
Attn: ASP Committee

All completed applications must be received by the EOHHS Center for Staff Development by the close of business September 13, 2011 to be considered for the upcoming academic year.

Approval Process:

Applications will be reviewed by a panel consisting of representatives from the EOHHS Center for Staff Development (CSD), the EOHHS Office of Diversity, Equal Opportunity and Civil Rights, and the MasSP Workgroup.

In concert with the MasSP's overall operating principles, the Aspiring Supervisor Program is committed to establishing a program that has a diverse pool of participants with representation from agencies across the Secretariat.

The EOHHS Center for Staff Development will inform you, your supervisor, and your HR Liaison once your candidacy status for the EOHHS Aspiring Supervisor Program has been determined. This communication will occur the week of September 19, 2011.

Thank you for your interest in the EOHHS Aspiring Supervisor Program. If you have any questions regarding the program or the application process, please feel free to contact Bonnie Tavares at (617) 348-5030 or email at csdinfo@state.ma.us